

MEMORANDUM

Date: April 28, 2006

To: Agriculture Teachers
District CTE Directors

From: William L. Deimler, State Specialist
Agricultural Education, State FFA Advisor

Subject: Summer Agriculture Program

Each teacher or summer intern who expects funding for a Summer Agriculture Program must complete the following steps before any funding will be approved for an allocation.

1. Complete the attached assurances for both the teacher and the students, correctly answering each assurance.
2. Complete a calendar for each month of their planned summer program. Each teacher must have 45 days or 360 hours clearly marked on the calendar. Summer contracts shorter than 45 days and/or 360 hours will be subject to review and will be paid on a pro-rated basis.
3. Register 35 students for the summer program. Each teacher must have a minimum of 35 students registered for their program. It may be helpful to register more than 35 to ensure that the minimum will be met at the end of the summer. Keep a copy of the student list that you submit so that you can use it to record your visits through the summer. Programs with fewer than 35 students per teacher will be subject to review and will be paid on a pro-rated basis.
4. Sign the cover sheet. You must also secure the signature of your Principal and ATE Director, which indicates that they have reviewed the forms and approve the summer plan.
5. Forms must be completed and turned into the State Office of Education by May 12, 2006.
6. The forms will be reviewed. An S-3 Enrollment Form will be completed with the appropriate funding allocation for each teacher and will be sent to the ATE Director for signature.
7. Teachers and Interns hired after the May 12, 2006 deadline can be added to a districts allocation after they complete the required forms.

Copy To: Marv Johnson, CTE Coordinator, USOE